



HEADQUARTERS
CIVIL AIR PATROL - NORTHEAST REGION
UNITED STATES AIR FORCE AUXILIARY

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1 January 2011

MEMORANDUM FOR: NER Wings' DPs, DAs, & WAs

FROM: NER/DA,DP&WSA

SUBJECT: NER Personnel Actions Submissions (Rev 1)

1. In order to standardize personnel actions submissions to the NER, please use the following computer file name format when generating a PDF or Word file:

CAPForm No_Wing_Last Name_Action

Examples: CAPF2_NJWG_Smith_LtCol (show grade being promoted to not current grade)

CAPF2A_NJWG_Smith_Save_Ribbon

CAPF12_NJWG_Smith_Citizenship

CAPF24_NJWG_Smith_Level_V

CAPF120_NJWG_Smith_Meritorious

CAPF120_NJWG_123_Unit_Citation

2. Remind your commanders to sign with a good black ink pen, avoid blue and other colors.

3. When scanning documents to create a computer file for submission, review certain items for darkness first. Re-X boxes with a black pen if they look too light. Check the signature page for light signatures. Xerox pages first on a darker setting to make them blacker before scanning.

4. Scan documents on a black and white setting, not color or gray scale. This should help keep them darker.

5. Remember to send to me first all personnel actions that need NER approval. Do not send directly to NHQ and/or the NER/CC. If I don't get the personnel actions I can't track them to assure timely completion for your CAP members.

6. If you have any questions please ask.

Thomas W. Dey

THOMAS W. DEY, Lt Col, CAP
NER/DA,DP&WSA